

IPM

Regional Integrated Pest Management Competitive Grants Program

Southern Region

Guidelines for Application Preparation and Submission Fiscal Year 2004

Land Grant University System and
Cooperative State Research, Education, and Extension Service
U.S. Department of Agriculture

Due Dates:

Letter of Intent: August 15, 2003

Application: October 29, 2003

**LAND-GRANT UNIVERSITY SYSTEM AND COOPERATIVE STATE RESEARCH,
EDUCATION, AND EXTENSION SERVICE; U.S. DEPARTMENT OF AGRICULTURE**

**REGIONAL INTEGRATED PEST MANAGEMENT COMPETITIVE GRANTS
PROGRAM – SOUTHERN REGION**

INITIAL ANNOUNCEMENT

CATALOG OF FEDERAL DOMESTIC ASSISTANCE: Projects awarded under Section 3(d) of the Smith-Lever Act of May 8, 1914, ch. 79, 38 Stat. 372, 7 U.S.C. 341 et seq. can be found in the Catalog of Federal Domestic Assistance under 10.500. Projects awarded under Section 2(c)(1)(B) of the Act of August 4, 1965, Public Law No. 89-106, as amended (7 U.S.C. 450i (c)(1)(B)) can be found in the Catalog of Federal Domestic Assistance under 10.200.

DATES: A letter of intent to submit an application must be received by close of business (COB) on August 15, 2003 (5:00 p.m. Eastern Time). Applications will not be accepted unless this requirement has been met. Applications must be received by COB on October 29, 2003 (5:00 p.m. Eastern Time). Any applications received after this deadline will not be considered for funding. Comments regarding this Request for Applications (RFA) are requested within three months from the issuance of this notice. Comments received after that date will be considered to the extent practicable.

STAKEHOLDER INPUT: The Cooperative State Research, Education, and Extension Service (CSREES), USDA is requesting comments regarding this RFA from any interested party. These comments will be considered in the development of the next RFA for the program. Such comments will be used to meet the requirements of section 103(c)(2) of the Agricultural Research, Extension, and Education Reform Act of 1998 (7 U.S.C. 7613(c)(2)). This section requires the Secretary to solicit and consider input on a current RFA from persons who conduct or use agricultural research, education and extension for use in formulating future RFAs for competitive programs. Comments should be submitted by the deadline noted in the **DATES** portion of this Notice.

Written stakeholder comments should be submitted by mail to: Policy and Program Liaison Staff; Office of Extramural Programs; Cooperative State Research, Education, and Extension Service; U.S. Department of Agriculture; STOP 2299; 1400 Independence Avenue, SW; Washington, DC 20250-2299; or by e-mail to: RFP-OEP@csrees.usda.gov. (This e-mail address is intended only for receiving comments regarding this RFA and not requesting information or forms.) In your comments, please state that you are responding to the FY 2004 Regional Integrated Pest Management Competitive Grants Program RFA for the Southern Region.

EXECUTIVE SUMMARY: CSREES announces the availability of grant funds and requests applications for the Regional Integrated Pest Management Competitive Grants Program for fiscal year (FY) 2004 to support the continuum of research and extension efforts needed to increase the implementation of integrated pest management (IPM) methods. The Regional IPM Competitive Grants Program supports projects that develop individual pest control tactics, integrate individual

tactics into an IPM system, and develop and implement extension education programs. The program is administered by the land-grant university system's four regions (North Central, Northeastern, Southern, Western) in partnership with CSREES. In FY 2004, the amount available for support of the Regional IPM Competitive Grants Program-Southern Region (S-IPM) is approximately \$1,030,000. Of this amount, \$760,000 is expected to be available for research projects, \$70,000 for extension projects, and approximately \$200,000 to support one large-scale joint research-extension project.

This notice identifies the objectives for S-IPM projects, the eligibility criteria for projects and applicants, and the application forms and associated instructions needed to apply for an S-IPM grant.

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PART I—FUNDING OPPORTUNITY DESCRIPTION

A. Legislative Authority and Background

Authority for the funding of research projects is contained in Section 2(c)(1)(B) of the Act of August 4, 1965, Public Law No. 89-106, as amended (7 U.S.C. 450i (c)(1)(B)). Authority for the funding of extension projects is contained in Section 3(d) of the Smith-Lever Act of May 8, 1914, ch. 79, 38 Stat. 372, 7 U.S.C. 341 et seq. NOTE: For combined effort applications, separate awards will be executed for P.L. 89-106 and Smith-Lever funds.

The Regional IPM Competitive Grants Program supports the continuum of research and extension efforts needed to increase the implementation of IPM methods, from the development of individual pest control tactics and the integration of tactics into an IPM system, to extension, education, and training. The program is administered by the land-grant university system's four regions (North Central, Northeastern, Southern, Western) in partnership with CSREES.

The goal of the Regional IPM Competitive Grants Program is to provide support for projects that develop and help users implement IPM systems that: 1) are profitable and environmentally sound over the long term; 2) reduce reliance on pesticides; and 3) protect and conserve ecosystem quality and diversity. It is recognized that the specific needs of each region vary, and thus specific program priorities will vary among the regions.

B. Purpose and Priorities

In FY 2004, S-IPM will support three types of projects: research, extension, and joint research-extension (see Part II, C., Project Types for more information). Areas of emphasis have been identified for the funding of research projects and extension projects. Submitted applications must involve one of the following areas of emphasis or a combination of them. All of the areas of emphasis have equal priority.

1. Research Projects

(a) IPM Program Assessment: With increasing competition for public funding, it is necessary to develop methods for evaluating the economic and/or environmental impacts of IPM programs, including the reduction of risks to human health and the environment. Projects should identify indicators to quantify the expected changes in benefits and costs associated with IPM implementation in a specified cropping system or geographic region. It is generally expected that applications will identify critical economic and/or environmental impacts representing changes from a baseline. For each effect to be assessed, applications should describe how baseline data will be obtained and how these data will be used to estimate the impacts of the IPM technology. Baseline data should include the present status and elements for defining IPM and for using IPM in the production region or cropping system.

(b) Alternative Pest Management Systems: Many pest management systems remain dependent on pesticides, particularly for weed management. Thus, IPM for weeds is an important focus in

this program, although other pests are not excluded. Alternatives may emphasize beneficial organisms, crop resistance, precision pest targeting and mechanical methods, tolerance or competitiveness. Linkage to animal and plant production systems research is essential, and it is important to demonstrate how the alternative strategies fit into systems. A multi-disciplinary approach should be adopted to enhance the development of comprehensive pest management systems. The user community should generally recognize the pest problem being addressed by the management system as a key priority. Documented evidence (e.g., letters of support) from key commodity groups will strengthen applications.

(c) Alternative Animal and Plant Production Systems: Applications in this area should emphasize the implications of alternative IPM practices to conventional production systems in the Southern Region. Potential problems that might be addressed are what crops can be added to the rotation, and in what sequence, to minimize pest problems and pest management input, or how the benefits of new rotations may best be exploited. Projects may address the agroecosystem beyond a single commodity and multiple pest species or complexes. Projects to integrate plant and animal production to enhance IPM systems will also be considered. Multi-disciplinary approaches to explore overall profitability, production risks, and environmental impacts of alternative systems are important in this area.

(d) Improved Pest Monitoring Techniques and Decision Tools: Improved monitoring approaches that use appropriate technologies for pest detection and site-specific management are needed in IPM programs to assess pest severity and potential economic loss. Also, an improved understanding of pest movement and migration is needed in many systems. Critical to the use of monitoring techniques are the practicalities of techniques and cost efficiency. Projects in this area may also focus on the development of improved decision tools that provide an easily used interface, yet generate reliable decisions. More research is needed on the development of economic thresholds that move beyond the delivery of nominal or simple thresholds. For example, the impact of specific weeds and combinations of weeds on yields needs further research to develop valid biological and economic thresholds for weeds. Further, there is a need for defined optimum levels of natural enemies and their potential for limiting yield losses.

2. Extension Projects

(a) On-site Research and Demonstrations: This type of project showcases the relevance and benefits of IPM programs. These sites provide an opportunity to gather production performance data on IPM tactics and systems and to identify potential implementation problems. By applying IPM tactics to locally defined pest problems, these research/demonstration sites can serve as focal points for IPM education. Planning should involve user groups.

(b) Strategic Alliances with Industry and User Groups: IPM educational efforts need to expand upon the role that industry and end-user groups play in IPM adoption. More rapid adoption of IPM can be achieved by establishing strategic linkages with pivotal groups as they disseminate IPM information. Potential opportunities for collaboration and cooperation include demonstrations of IPM tactics (without product biases), coordinated educational meetings or tours, and common use of decision aids and educational materials. These joint efforts need to be

committed to the non-biased promotion of IPM in the best interest of the end user. Extension-coordinated meetings should encourage active participation of relevant public and private groups.

(c) IPM Training and Education: IPM adoption is enhanced when end-users learn critical IPM skills including planning, diagnostics, monitoring and decision-making. Users need to understand both principles and field application of IPM methods and use them in hands-on situations. Because IPM education is a continual learning process, users need to know where to go and to whom to turn for further information.

(d) General Public Education on IPM and Its Merits: Better awareness of IPM by the general public may increase the demand for and adoption of IPM.

(e) Educational Materials and Information Delivery Systems: Educational materials, such as publications, newsletters, and computer software, provide IPM users with basic reference materials on effective IPM strategies, timely information on pest problems and their management, and management decision aids. Innovative delivery of pest, weather, and production information that is easily accessed (data transmission networks, worldwide web, etc.) is highly desired by IPM clientele. Innovative use of electronic media provides alternative means to supply IPM information and expertise.

(f) Workshops on IPM Implementation: Workshops with stakeholders, who may implement and benefit from IPM practices, can help define IPM for their commodities or production system, determine extension/research priorities, create innovative solutions to implementation hurdles, and forge new partnerships in promoting IPM adoption and recognition. Regional workshops/conferences that involve three or more states, focus on IPM implementation for specific commodities or production systems, and involve stakeholders as primary participants will be considered.

3. Joint Research/Extension Projects

S-IPM will support one large-scale, joint research-extension project to increase the level of adoption of IPM practices by Southern Region producers in a specified production system(s) per year. For more detailed information, see Part II, C., Project Types.

PART II—AWARD INFORMATION

A. Available Funding

Applicants may apply for grant funds to support one- or two-year research or extension projects, or joint research-extension projects (see Part II, C., Project Types) for one-, two- or three years. There is no commitment by USDA to fund any particular application or to make a specific number of grant awards. Approximately \$1,030,000 will be available to fund S-IPM applications in FY 2004. Of that amount, \$760,000 is expected to be available for research projects, \$70,000 for extension projects and \$200,000 for one large-scale, joint research-extension project. Projects selected for funding must be judged highly meritorious in the peer review process. If such projects are not identified within a particular project type, the S-IPM Grants Manager, in consultation with the review panel, may reallocate funds between or among project types.

B. Types of Applications

In FY 2004, S-IPM applications may be submitted one of the following types of requests:

1. New Application

This is a project application that has not been previously submitted to S-IPM. All new applications will be reviewed competitively using the selection process and evaluation criteria described in Part IV.

2. Renewal Application

This is a project application that requests additional funding for a project beyond the period approved in an original or amended award. Renewal applications must be received by the application due date, will be evaluated in competition with other pending applications in appropriate area to which they are assigned, and will be reviewed according to the same evaluation criteria as new applications.

3. Resubmitted Application

This is an application that had previously been submitted to S-IPM but was not funded. Project Directors (PDs) must respond to the previous review panel summary (see Part II, B., 5., Response to Previous Review). Resubmitted applications must be received by the application due date, will be evaluated in competition with other pending applications in appropriate area to which they are assigned, and will be reviewed according to the same evaluation criteria as new applications.

4. Resubmitted Renewal Application

This is a project application that requests additional funding for a project beyond the period approved in the original award. In addition, this is an application that had previously been submitted for renewal to S-IPM but was not approved. Therefore, PDs must respond to the

previous review panel summary (as required under Part IV, B., (5), Response to Previous Review). Resubmitted renewal applications must be received by the application due date, will be evaluated in competition with other pending applications in appropriate areas to which they are assigned, and will be reviewed according to the same evaluation criteria as new applications.

C. Project Types

The S-IPM is accepting the following three types of projects in FY 2004. Applicants must indicate the type of project that is being proposed.

1. Research

This funding category provides support for evaluation and development of IPM programs. The IPM Program Assessment emphasis area (Part I, B., 1(a)) will support projects to evaluate the economic and/or environmental impacts of IPM programs. The other three emphasis areas (Part I, B., 1(b), (c), and (d)) in the research category will support projects that develop comprehensive pest management systems (e.g., bio-control, cultural practices, host resistance, genetically modified crops) and explore the interaction of tactics. Where possible and appropriate, research in the developmental emphasis areas should emphasize field-scale experiments that address multiple pests over more than one season or location. One approach is to identify practices that reduce initial pest populations, lower the carrying capacity of the ecosystem for pests, and/or increase tolerance of hosts to pest injury. Long-term, fundamental research is not appropriate for funding in this category. Research to incorporate non-chemical strategies into pest management systems is encouraged. However, research involving chemical pesticides is permissible if pesticides are one component within an integrated system. Applications that focus solely on the development and evaluation of pesticides will not be considered for funding under this program.

NOTE: Applications should clearly demonstrate how the tactic or system, once developed, would be incorporated into a production system management program.

Research projects approved for funding will be funded for one or two years. A new application must be submitted to obtain extended funding.

2. Extension

This funding category provides support for the educational outreach efforts that are critical for the implementation of IPM. Projects should provide IPM training and education, field-scale or on-farm demonstrations, or develop educational materials and information delivery systems without a required research component.

Extension projects approved for funding will be funded for one or two years. A new application must be submitted to obtain extended funding.

3. Joint Research-Extension

It is expected that this funding category will support one large-scale project to increase the level of adoption of IPM practices by Southern Region producers in a specified production system(s). Projects should: 1) provide for reduced reliance on single pest management tactics, such as pesticides or resistant varieties, by developing and implementing new technologies and strategies for managing pests; and 2) provide for reduced risk to the environment and human health, while addressing the economic needs of producers. The ultimate purpose is to provide new IPM systems based on producer-identified needs, and to provide the basis for privatization of IPM systems in a production system or region. Projects must demonstrate multiple-discipline and multiple-state cooperation.

Joint research-extension projects approved for funding will be funded for one, two, or three years. A new application must be submitted to obtain extended funding.

PART III—ELIGIBILITY INFORMATION

A. Eligible Applicants

Eligibility for research projects includes: state agricultural experiment stations, land-grant colleges and universities, research foundations established by land-grant colleges and universities, colleges and universities receiving funds under the Act of October 10, 1962 (16 U.S.C. 582a et seq.), and accredited schools or colleges of veterinary medicine. Eligibility for extension projects is limited to land-grant colleges and universities. Award recipients may subcontract to organizations not eligible to apply, provided such organizations are necessary for the conduct of the project. NOTE: For combined effort applications, separate awards will be executed for P.L. 89-106 and Smith-Lever funds.

Funding is available to research and extension personnel at land-grant universities in the Southern Region. Personnel affiliated with land-grant institutions in other regions and staff from other state and federal organizations can participate as members of the project team, but they cannot serve as PDs. The lead PD of a multi-regional project must be employed at a qualified institution within the Southern Region. The results of such research and extension activities must be applicable to problems in the Southern Region. A majority of the funds for each application (i.e., more than 50%) must be utilized by institutions within the Southern Region.

B. Cost Sharing or Matching

There are no matching requirements associated with the Regional IPM Competitive Grants Program and matching resources will not be factored into the review process as evaluation criteria.

PART IV—APPLICATION AND SUBMISSION INFORMATION

A. Address to Request Application Package

Program application materials are available at the following CSREES web site:

<http://www.reeusda.gov/agsys/ipm/forms.htm>. If you do not have access to the web page or have trouble downloading material and you would like hard copies of the forms, you may contact Dr. Fred Knapp, S-IPM Grants Manager, at (859) 257-8989.

B. Content and Form of Application Submission

The applications should be prepared following the guidelines and the instructions below. Each application must contain the following elements in the order indicated:

1. General

Use the following guidelines to prepare an application. Proper preparation of applications will assist reviewers in evaluating the merits of each application in a systematic, consistent fashion.

(a) Prepare the application on only one side of the page using standard size (8 1/2" x 11") white paper with one-inch margins, type or word processed using no type smaller than 12-point font, and single-space the document. Use an easily readable font face (e.g., Geneva, Helvetica, Times Roman), and number each page sequentially.

(b) Staple the application in the upper left-hand corner. Do not bind. An original and 12 copies (13 total) must be submitted in one package.

(c) Include original illustrations (photographs, color prints, etc.) in all copies of the application to prevent loss of meaning through poor quality reproduction.

(d) The contents of the application should be assembled in the following order:

- (1) Proposal Cover Page (Form CSREES-2002)
- (2) Table of Contents
- (3) Executive Summary
- (4) Response to Previous Review
- (5) Project Description
- (6) References
- (7) Appendices to Project Description
- (8) Key Personnel
- (9) Collaborative Arrangements (including Letters of Support)
- (10) Conflict-of-Interest List (Form CSREES-2007)
- (11) Budget Form (Form CSREES-2004 or CSREES-55 as appropriate)
- (12) Budget Narrative
- (13) Current and Pending Support (Form CSREES-2005)
- (14) Assurance Statement(s) (Form CSREES-2008)

- (15) Compliance with the National Environmental Policy Act (NEPA) (Form CSREES-2006)
- (16) Page B, Proposal Cover Page (Form CSREES-2002), Personal Data on Project Director

2. Proposal Cover Page (Form CSREES-2002)

(a) Page A

Each copy of each grant application must contain a Proposal Cover Page, Form CSREES-2002. One copy of the application, preferably the original, must contain the pen-and-ink signature(s) of the proposing PD(s) and the authorized organizational representative (AOR) (see Part IV, B., 2 (a)). If there are more than three co-PDs for an application, please list additional co-PDs on a separate sheet of paper (with appropriate information and signatures) and attach to the Proposal Cover Page (Form CSREES-2002). Any proposed PD or co-PD whose signature does not appear on Form CSREES-2002 or attached additional sheets will not be listed on any resulting grant award. Complete both signature blocks located at the bottom of the Proposal Cover Page form. Please note that Form CSREES-2002 is comprised of two parts - Page A, which is the Proposal Cover Page and Page B, which is the Personal Data on Project Director. NOTE: Applications received without appropriate signatures by the specified deadline will not be considered for funding.

Form CSREES-2002 serves as a source document for the CSREES grant database; it is therefore important that it be accurately completed in its entirety, especially the e-mail addresses requested in Blocks 4.c. and 18.c. However, the following items are highlighted as having a high potential for errors or misinterpretations:

- (1) Type of Performing Organization (Block 6.a. and 6.b.)** For Block 6.a., a check should be placed in the appropriate box to identify the type of organization that is the legal recipient named in Block 1. Only one box should be checked. For Block 6.b., please check as many boxes that apply to the affiliation of the PD listed in Block 16.
- (2) Title of Proposed Project (Block 7.)** The title of the project must be brief (140 character maximum, including spaces), yet represent the major thrust of the effort being proposed. Project titles are read by a variety of nonscientific people; therefore, highly technical words or phraseology should be avoided where possible. In addition, introductory phrases such as "investigation of," "research on," "education for," or "outreach that" should not be used.
- (3) Type of Request (Block 14.)** Check the block for New, Renewal, Resubmitted, or Resubmitted Renewal.
- (4) Total Funds Requested (Block 15.)** Accurately include the amount requested from research funds (Pub. L. 89-106) and/or extension funds (Smith-Lever 3(d)). Enter the amount from form CSREES-2004 if you are requesting funding for a research or extension project; enter the amount for both research and extension funds from form

CSREES-55 if you are requesting funding for a joint research-extension project. This is important since it will be an indicator of whether the application is a research, extension, or joint research-extension submission.

(5) Project Director (PD) (Blocks 16.-19.) Blocks 16.-18. are used to identify the PD and Block 19 is used to identify co-PDs. If needed, additional co-PDs may be listed on a separate sheet of paper and attached to Form CSREES-2002, the Proposal Cover Page, with the applicable co-PD information and signatures. Listing multiple co-PDs, beyond those required for genuine collaboration, is discouraged.

(6) Other Possible Sponsors (Block 21.) List the names or acronyms of all other public or private sponsors including other agencies within USDA to which your application has been or might be sent. In the event you decide to send your application to another organization or agency at a later date, you must inform the identified CSREES program contact as soon as practicable. Submitting your application to other potential sponsors will not prejudice its review by CSREES; however, submitting the same (i.e., duplicate) application to another CSREES program is not permissible.

(7) Signature of AOR (following Block 21.) One copy of the application must contain the pen-and-ink signature(s) of AOR(s), as appropriate. An AOR is an individual who possesses the necessary authority to commit the institution's time and other relevant resources to the project. For research projects, the signature of the Director of the Agricultural Experiment Station (or other AOR) is required. For extension projects, the signature of the Director of the State Extension Service is required. For joint research-extension projects, the signatures of the Director of the Agricultural Experiment Station (or other AOR) and the Director of the State Extension Service are both required. (See Part IV, B., 15., Certifications).

(b) Page B

Page B should be submitted only with the original signature copy of the application and should be placed as the last page of the original copy of the application. This page contains personal data on the PD(s). CSREES requests this information in order to monitor the operation of its review and awards processes. This page will not be duplicated or used during the review process. Please note that failure to submit this information will in no way affect consideration of your application.

3. Table of Contents

For consistency and ease in locating information, each application must contain a detailed Table of Contents immediately following the Application for Funding form. The Table of Contents should contain page numbers for each component of the application. Page numbering should begin with the first page of the Project Description.

4. Project Summary (Form CSREES-2003)

The application must contain a "Project Summary," Form CSREES-2003. The summary should be approximately 250 words, contained within the box, placed immediately after the Table of Contents, and not numbered. The Project Summary should include the title of the project and no other identifiers such as PD(s) names or institutions. The project summary must indicate the category of funding the authors are seeking resources from: (a) research only, (b) extension only, or (c) joint research-extension. For the joint research-extension category, the project summary statement must indicate how many dollars are being requested from each respective source (Smith-Lever versus P.L. 89-106). The summary should be a self-contained, specific description of the activity to be undertaken and should focus on: the problem or opportunity, project objectives, and the effort in simple terms that can be understood by a diverse audience including the general public, university personnel, various public and private organizations, and budget staff. The importance of a concise, informative Project Summary cannot be overemphasized. If there are more than three co-PDs for an application, please list additional co-PDs on a separate sheet of paper (with appropriate information) and attach to the Project Summary (Form CSREES-2003).

5. Response to Previous Review

This requirement only applies to "Resubmitted Applications" and "Resubmitted Renewal Applications", as described under Part II, B., Types of Applications. PDs must include a summary that clearly states how they responded (revisions, rebuttals, etc.) to the previous review panel's suggestions. This summary should be no more than one page in length. It should be titled "RESPONSE TO PREVIOUS REVIEW", and placed directly after the Project Summary.

6. Project Description

NOTE: The Project Description shall not exceed 10 pages total. The Project Description of Joint Research-Extension applications may span an additional 4 pages (14 pages total) to accommodate the additional requirements itemized in section (e). The maximums have been established to ensure fair and equitable competition. The Project Description must include all of the following:

(a) Problem, Background and Justification

Describe why current technologies and practices are inadequate and how the proposed approach will help improve the pest management system. Address the specific need(s) identified in this solicitation and identify the relative importance of the strategy(ies) to an improved pest management system in the region/area, and the potential applicability of the proposed approach to other production regions. Review ongoing or completed works (local/regional/national) that are relevant and include references.

(b) Objectives

Provide clear, concise, complete, and logically arranged statement(s) of the specific aims of the proposed effort along with details of the anticipated accomplishments. In joint research-extension applications, the research and extension objectives should be delineated separately.

(c) Approach and Procedures

Describe how each of the stated objectives will be reached. Include appropriate experimental design and experimental units, reference methods to be used, and appropriate statistical analysis. Include a timetable for the start and completion of each phase of the project. For a joint research-extension application, describe how the project will be managed, particularly how coordination between research and extension components will be achieved and maintained. Provide detailed plans for evaluation of the project and indicate how successful impacts and outcomes will be measured. Include specific evaluation objectives with specific impact indicators (e.g., adoption rate, number of areas impacted, pesticide use, profitability) that will be used to measure the success of the project.

(d) Cooperation and Institutional Units Involved

Identify each institutional unit contributing to the project. Identify each state in a multiple-state application and designate the lead state. When appropriate, the project should be coordinated with the efforts of other state and/or national programs. Clearly define the roles and responsibilities of each institutional unit of the project team, if applicable.

(e) Additional Requirements for Joint Research-Extension Project Applications

Joint Research-Extension applications (see Part II, C., Project Types) should cover items (a)-(d) above and should also:

- (1) Describe a process with measurable goals to address research and extension needs identified by a planning process for implementation of IPM practices. Applications should also address research and extension needs identified by state and production region IPM planning teams consisting of farmers, agribusiness, crop consultants, land grant university research scientists and extension specialists, appropriate state and federal agency personnel, public policy interest groups, and others.
- (2) Clearly outline the planning process used to develop the application, including how the project was identified by the user/producer community as a key priority.
- (3) Describe elements of the proposed and existing IPM system.
- (4) Present a precise and prioritized set of research, extension, and education training, and technology transfer objectives, and the expected outcomes of the objectives. New pest management technologies or strategies to be developed and implemented should also be identified and described.
- (5) Identify indicators that will be used to measure the levels of IPM adoption in the production region and a process that will be used to evaluate the impact of the program. The project should include an impact assessment component to assess, at the project level, the economic, environmental and/or public health impacts of the IPM technologies being developed and implemented by the project.

(6) Present a time line for specific activities and a plan that identifies responsibilities for specific activities including technology transfer or privatization of the IPM system.

7. References

All references to works cited should be complete, include titles and all co-authors, and conform to an acceptable journal format. References are not considered in the page limitation for the Project Description.

8. Appendices to Project Description

Appendices to the Project Description are allowed if they are directly germane to the proposed project. The addition of appendices should not be used to circumvent page limitations.

9. Key Personnel

The following should be included, as applicable:

- (a) The roles and responsibilities of each PD and/or collaborator should be clearly described; and
- (b) A current curriculum vitae of the PD and each co-PD, senior associate, and other professional personnel. This section should include vitae of all key persons who are expected to work on the project, whether or not CSREES funds are sought for their support. The vitae should be limited to two pages each in length, excluding publications listings. The vitae should include a presentation of academic and research credentials, as applicable, e.g., earned degrees, teaching experience, employment history, professional activities, honors and awards, and grants received. A chronological list of all publications in refereed journals during the past four years, including those in press, must be provided for each project member for whom a curriculum vitae is provided. Also, list only those non-refereed technical publications that have relevance to the proposed project. All authors should be listed in the same order as they appear on each paper cited, along with the title and complete reference as these usually appear in journals.

10. Collaborative Arrangements

If it will be necessary to enter into formal consulting, collaborative, or subcontractual arrangements with others, such arrangements should be fully explained and justified. If the consultant(s) or collaborator(s) are known at the time of application, vitae or resume should be provided. In addition, evidence (e.g., letter of support) should be provided that the collaborators involved have agreed to render these services. The applicant also will be required to provide additional information on consultants and collaborators in the budget portion of the application.

11. Conflict-of-Interest List (Form CSREES-2007)

A Conflict-of-Interest List, Form CSREES-2007, must be provided for all individuals who have submitted vitae. Each Form CSREES-2007 should list alphabetically, by the last names, the full names of the individuals in the following categories: (a) all co-authors on publications within the

past four years, including pending publications and submissions; (b) all collaborators on projects within the past four years, including current and planned collaborations; (c) all thesis or postdoctoral advisees/advisors within the past four years; and (d) all persons in your field with whom you have had a consulting or financial arrangement within the past four years, who stand to gain by seeing the project funded. This form is necessary to assist program staff in excluding from application review those individuals who have conflicts of interest with the personnel in the grant application. The program contact must be informed of any additional conflicts of interest that arise after the application is submitted.

12. Budget

(a) Budget Form (Form CSREES-2004 or CSREES-55)

Each application must include a detailed Budget Form for each year of requested support and a Budget Form that summarizes total project costs for the duration of the project.

NOTE: The form you use depends on the type of project you are proposing (see Part II, C., Project Types). Use the standard Budget Form (CSREES-2004) to propose Research or Extension projects; use the modified Budget Form (CSREES-55) to propose Joint Research-Extension projects. For joint research-extension applications, applicants should distinguish whether the funds will be used for research or extension activities in the appropriate columns of the Budget Form. The budget instructions included in the CSREES Application Forms Package are applicable to both budget forms. The Budget Form may be reproduced as needed. Funds may be requested under any of the categories listed on the form, provided that the item or service for which support is requested is allowable under the authorizing legislation, the applicable statutes, regulations, and Federal cost principles, and these program guidelines, and can be justified as necessary for the successful conduct of the proposed project. Applicants must include a budget narrative to justify their budget requests.

(b) Budget Narrative

A detailed budget narrative must be included for each application. All budget categories, with the exception of Indirect Costs, for which support is requested, must be individually listed (with costs) in the same order as the budget and justified on a separate sheet of paper and placed immediately behind the Budget Form. If consulting, collaborative arrangements, or subcontractual arrangements are included in the application, these arrangements should be fully explained and justified. The rate of pay for any consultant must be included, if known at the time of application. Letters of intent or other evidence should be provided to show that collaborators have agreed to participate. A proposed statement of work, vita, and a budget for each arrangement involving the transfer of substantive programmatic work or the provision of financial assistance to a third party must be supplied. In multi-state applications, a budget and budget narrative must be included for each state involved. The lead state and each participating state must be identified.

(c) Indirect Costs - See Part IV, D., for indirect cost restrictions.

13. Current and Pending Support (Form CSREES-2005)

All applications must contain Form CSREES-2005 listing other current public or private support (including in-house support) to which personnel (i.e., individuals submitting vitae in response to (9)(b) of this part) identified in the application have committed portions of their time, whether or not salary support for person(s) involved is included in the budget. Please follow the instructions provided on this form. Concurrent submission of identical or similar applications to the possible sponsors will not prejudice application review or evaluation by the CSREES. However, an application that duplicates or overlaps substantially with an application already reviewed and funded (or to be funded) by another organization or agency will not be funded under this program. Please note that the project being proposed should be included in the Pending section of the form.

14. Assurance Statement(s) (Form CSREES-2008)

A number of situations encountered in the conduct of projects require special assurances, supporting documentation, etc., before funding can be approved for the project. In addition to any other situation that may exist with regard to a particular project, applications involving any of the following elements must comply with the additional requirement, as applicable.

(a) Recombinant DNA or RNA Research

As stated in 7 CFR Part 3015.205 (b)(3), all key personnel identified in the application and all endorsing officials of the proposing organization are required to comply with the guidelines established by the National Institutes of Health entitled, "Guidelines for Research Involving Recombinant DNA Molecules," as revised. If your project proposes to use recombinant DNA or RNA techniques, you must so indicate by checking the "yes" box in Block 20 of Form CSREES-2002 (the Proposal Cover Page) and by completing Section A of Form CSREES-2008. For applicable applications recommended for funding, Institutional Biosafety Committee approval is required before CSREES funds will be released. Please refer to the application forms for further instructions.

(b) Animal Care

Responsibility for the humane care and treatment of live vertebrate animals used in any grant project supported with funds provided by CSREES rests with the performing organization. Where a project involves the use of living vertebrate animals for experimental purposes, all key personnel identified in an application and all endorsing officials of the proposing organization are required to comply with the applicable provisions of the Animal Welfare Act of 1966, as amended (7 U.S.C. 2131 et seq.), and the regulations promulgated thereunder by the Secretary in 9 CFR Parts 1, 2, 3, and 4 pertaining to the care, handling, and treatment of these animals. If your project will involve these animals, you should check "yes" in Block 20 of Form CSREES-2002 and complete Section B of Form CSREES-2008. In the event a project involving the use of live vertebrate animals results in a grant award, funds will be released only after the Institutional Animal Care and Use Committee has approved the project. Please refer to the application forms for further instructions.

(c) Protection of Human Subjects

Responsibility for safeguarding the rights and welfare of human subjects used in any grant project supported with funds provided by CSREES rests with the performing organization. Guidance on this issue is contained in the National Research Act, Pub. L. No. 93-348, as amended, and implementing regulations promulgated by the Department under 7 CFR Part 1c. If you propose to use human subjects in your project, you should check the "yes" box in Block 20 of Form CSREES-2002 and complete Section C of Form CSREES-2008. In the event a project involving human subjects at risk is recommended for award, funds will be released only after the Institutional Review Board (IRB) has approved the research plan and CSREES has accepted documentation of the IRB approval. Please refer to the application forms for additional instructions.

15. Certifications

Note that by signing Form CSREES-2002 the applicant is providing the certifications required by 7 CFR Part 3017, regarding Debarment and Suspension and Drug-Free Workplace, and 7 CFR Part 3018, regarding Lobbying. The certification forms are included in the application package for informational purposes only. These forms should not be submitted with the application since by signing Form CSREES-2002 your organization is providing the required certifications. If the project will involve a subcontractor or consultant, the subcontractor/consultant should submit a Form AD-1048, Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions, to the grantee organization for retention in their records. This form should not be submitted with the application or to USDA.

16. Compliance with the National Environmental Policy Act (NEPA) (Form CSREES-2006)

As outlined in 7 CFR Part 3407 (CSREES regulations implementing NEPA), the environmental data for any proposed project is to be provided to CSREES so that CSREES may determine whether any further action is needed. In some cases, however, the preparation of environmental data may not be required. Certain categories of actions are excluded from the requirements of NEPA.

In order for CSREES to determine whether any further action is needed with respect to NEPA, pertinent information regarding the possible environmental impacts of a particular project is necessary; therefore, Form CSREES-2006, NEPA Exclusions Form, must be included in the application indicating whether the applicant is of the opinion that the project falls within a categorical exclusion and the reasons therefore. If it is the applicant's opinion that the proposed project falls within the categorical exclusions, the specific exclusion(s) must be identified.

Even though a project may fall within the categorical exclusions, CSREES may determine that an Environmental Assessment or an Environmental Impact Statement is necessary for an activity, if substantial controversy on environmental grounds exists or if other extraordinary conditions or circumstances are present which may cause such activity to have a significant environmental effect.

C. Submission Dates and Times

Intent to submit an application must be received before COB on August 15, 2003 (5:00 p.m. Eastern Time). Applications will not be accepted unless this requirement has been met. Applications must be received by COB on October 29, 2003 (5:00 p.m. Eastern Time). Applications received after this deadline will not be considered for funding.

D. Funding Restrictions

CSREES has determined that grant funds awarded under this authority may not be used for the renovation or refurbishment of research, education, or extension space; the purchase or installation of fixed equipment in such space; or the planning, repair, rehabilitation, acquisition, or construction of buildings or facilities.

Pursuant to Section 1473 of the National Agricultural Research, Extension, and Teaching Policy Act of 1997 (91 Stat. 981), indirect costs are unallowable costs under Section 2(c)(1)(B) projects and Section 3(d) of the Smith-Lever funded projects, and no funds will be approved for this purpose. Costs that are a part of the institution's indirect cost pool may not be reclassified as direct costs for the purpose of making them allowable.

E. Other Submission Requirements

1. What to Submit

(a) Letter of Intent

A Letter of Intent is a prerequisite to submitting an application. The Letter of Intent must include the project title, the names of participating states and personnel, and a one- or two-page summary of the process involved, along with identification of a need for the project, and the project objectives. In addition, indicate the type of application, i.e., Research, Extension, or Joint Research and Extension, and the area(s) of emphasis that applies to the application – e.g., IPM Program Assessment, Alternative Pest Management System, On-site Research and Demonstrations, and Strategic Alliances with Industry and User Groups. In the Letter of Intent, applicants should indicate whether their project is already funded by the Southern Region IPM Competitive Grants Program, and whether this funding leverages other grants or support. There will be no evaluation of the notification of intent but the information provided will be used by the S-IPM Grants Manager to determine the scientific expertise needed on the review panel.

(b) Application

An application must be prepared in accordance with information in Part IV, B. An original and twelve (12) copies of each application must be submitted in one package. All applications (original and copies) must contain all appropriate signatures.

NOTE: No application will be considered for funding if: 1) the applicant did not send a Letter of Intent in accordance with this RFA; 2) the application violates stated page limits or other

specified format parameters such as line spacing 3) the application does not include the required authorizing signatures; or 4) the application is not received by the deadline.

2. Where to Submit

Notification of intent to submit an application must be submitted by e-mail (as WordPerfect, Microsoft Word, or Rich Text file attachments) to Dr. Fred Knapp at: fknapp@uky.edu. The address for applications sent via the U.S. Postal Service, express mail, or overnight courier service is:

Dr. Fred Knapp
Grants Manager, S-IPM
S-225 Agricultural Science Building North
College of Agriculture
University of Kentucky
Lexington, KY 40546-0091
Telephone: (859) 257-8989

The receipt of Letters of Intent and applications will be acknowledged by e-mail. Therefore, applicants are strongly encouraged to provide accurate e-mail addresses, where designated, on the Form CSREES-2002. If the applicant does not receive an acknowledgment within 60 days of the submission deadline, please contact the S-IPM Grant Manager. Once the application has been received an application number will be assigned, please cite that number on all future correspondence.

PART V—APPLICATION REVIEW INFORMATION

A. General

Subsection (c)(5) of the Competitive, Special, and Facilities Research Grant Act (7 U.S.C. 450i(c)), as amended by Section 212 of the Agricultural Research, Extension, and Education Reform Act of 1998, (7 U.S.C. 450i(c)(5)) requires grantees to arrange for scientific peer review of their proposed research activities and merit review of their proposed extension and education activities in accordance with regulations promulgated by the Secretary prior to the Secretary making a grant award under this authority. Review by the grantee is not automatically required for renewal or supplemental grants as defined in 7 CFR 3400.6. A subsequent grant award will require a new review if, according to CSREES, the funded project has changed significantly, other scientific discoveries have affected the project, or the need for the project has changed. Note that a new review is necessary when applying for another standard or continuation grant after expiration of the grant term. NOTE: The application review process conducted by the Southern Region IPM Competitive Grants Program fulfills the scientific peer review and merit review requirements. Additional reviews are not necessary.

Scientific peer review is an evaluation of a proposed project for technical quality and relevance to regional or national goals performed by experts with the scientific knowledge and technical skills to conduct the proposed research work. Peer reviewers may be selected from an applicant organization or from outside the organization, but shall not include principals, collaborators or others involved in the preparation of the application under review.

Merit review is an evaluation of a proposed project or elements of a proposed program whereby the technical quality and relevance to regional or national goals are assessed. The merit review shall be performed by peers and other individuals with expertise appropriate to evaluate the proposed project. Merit reviewers may not include principals, collaborators or others involved in the preparation of the application under review.

B. Evaluation Criteria

A Peer Panel of research and extension personnel from outside the Southern Region will be selected to handle the application review process at the regional level. The Peer Panel will review, evaluate, score, and rank the applications based on the evaluation criteria listed below. The results of the peer panel will be used to determine those applications to be recommended to CSREES for funding. NOTE: There are different evaluation criteria for each project type.

1. Evaluation Criteria for Research Projects Emphasizing IPM Program Assessment

(a) Importance and relevance to the Southern Region (Weight: 25%)

(b) Includes a specified plan to develop a measurable commodity-specific or other commonly understood definition of IPM (e.g., in terms of practices considered to be part of an IPM program) (Weight: 20%)

- (c) Appropriate indicators and methodology utilized to quantify the economic, environmental and/or health benefits associated with IPM implementation (Weight: 20%)
- (d) Includes a component to promote results and identify IPM program impacts to appropriate audiences (Weight: 10%)
- (e) Appropriateness of expertise to implement the objectives and evaluation work plan (Weight: 10%)
- (f) Appropriateness of the budget facilities and proposed time period to meet objectives (Weight: 10%)
- (g) Project has a regional focus involving multiple states (Weight: 5%)

2. Evaluation Criteria for Research Projects Emphasizing Alternative Pest Management Systems, Alternative Animal and Plant Production Systems, and Improved Pest Monitoring Techniques and Decision Tools

- (a) Importance and relevance of the production or use system(s) and pest(s) being addressed to the Southern Region, and a clear description of the needs assessment process (Weight: 30%)
- (b) The likelihood that the IPM tactic or system, once developed, will be incorporated into a production system or use area management program (Weight: 25%)
- (c) Appropriateness of methods and experimental design to meet objectives and test hypotheses (Weight: 20%)
- (d) Appropriateness of budget, facilities and proposed time period to meet objectives (Weight: 10%)
- (e) Appropriateness of multidiscipline expertise in implementing the objectives and work plan (Weight: 10%)
- (f) Project has a regional focus involving multiple states (Weight: 5%)

3. Evaluation Criteria for Extension Projects:

- (a) Feasibility of increasing IPM implementation as a result of the project (Weight: 30%)
- (b) Appropriateness of the objectives and methods to enhance the transfer of IPM technology in an efficient and user friendly manner (Weight: 25%)
- (c) Involvement of relevant disciplines, organizations including research, extension, consultants, private sector, and the user community appropriately scaled to the problem (Weight: 20%)
- (d) Feasibility of attaining objectives during the project and appropriateness of budget and facilities (Weight: 15%)

(e) Professional competence and experience of the PDs (Weight: 10%)

4. Evaluation Criteria for Joint Research-Extension Projects

(a) Feasibility of increasing IPM implementation as a result of the proposed project (Weight: 25%)

(b) Evaluation of the clarity, strategy and process used to address research, extension education, and technology transfer objectives of the project (Weight: 15%)

(c) Importance and significance of the pest/production/use area problem(s) in the region and a clear description of the needs assessment process (Weight: 15%)

(d) Degree of interdisciplinary and multi-organizational collaboration, including appropriate statewide and multiple-state collaboration among research, extension, private consultants, industry, the user community and other stakeholders, appropriately scaled to the problem (Weight: 15%)

(e) Appropriate methods to assess the economic and/or environmental impacts of the IPM system (Weight: 10%)

(f) Professional competence of the project team (Weight: 10%)

(g) Appropriateness of the budget (Weight: 10%)

C. Conflicts of Interest and Confidentiality

During the peer evaluation process, extreme care will be taken to prevent any actual or perceived conflicts of interest that may impact review or evaluation. For the purpose of determining conflicts of interest, the academic and administrative autonomy of an institution shall be determined by reference to the current Higher Education Directory, published by Higher Education Publications, Inc., 6400 Arlington Boulevard, Suite 648, Falls Church, Virginia 22042. Phone: (703) 532-2300. Web site: <http://www.hepinc.com>.

Names of submitting institutions and individuals, as well as application content and peer evaluations, will be kept confidential, except to those involved in the review process, to the extent permitted by law. In addition, the identities of peer reviewers will remain confidential throughout the entire review process. Therefore, the names of the reviewers will not be released to applicants.

PART VI—AWARD ADMINISTRATION

A. General

Within the limit of funds available for such purpose, the awarding official of CSREES shall make grants to those responsible, eligible applicants whose applications are judged most meritorious under the procedures set forth in this RFA. The date specified by the awarding official of CSREES as the effective date of the grant shall be no later than September 30 of the Federal fiscal year in which the project is approved for support and funds are appropriated for such purpose, unless otherwise permitted by law. It should be noted that the project need not be initiated on the grant effective date, but as soon thereafter as practical so project goals may be attained within the funded project period. All funds granted by CSREES under this RFA shall be expended solely for the purpose for which the funds are granted in accordance with the approved application and budget, the regulations, the terms and conditions of the award, the applicable Federal cost principles, and the Department's assistance regulations (parts 3015 and 3019 of 7 CFR). NOTE: CRIS Forms AD-416 "Research Work Unit/Project Description-Research Resume" and AD-417 "Research Work Unit/Project Description-Classification of Research", apply only to the P.L. 89-106 funds and will be requested if a application is identified for funding.

B. Organizational Management Information

Specific management information relating to an applicant shall be submitted on a one-time basis as part of the responsibility determination prior to the award of a grant identified under this RFA, if such information has not been provided previously under this or another CSREES program. CSREES will provide copies of forms recommended for use in fulfilling these requirements as part of the preaward process. Although an applicant may be eligible based on its status as one of these entities, there are factors which may exclude an applicant from receiving Federal financial and nonfinancial assistance and benefits under this program (e.g., debarment or suspension of an individual involved or a determination that an applicant is not responsible based on submitted organizational management information).

C. Award Notice

The grant award document shall include at a minimum the following:

1. Legal name and address of performing organization or institution to whom the Administrator has awarded a grant under the terms of this request for applications;
2. Title of project;
3. Name(s) and institution(s) of PDs chosen to direct and control approved activities;
4. Identifying grant number assigned by the Department;

5. Project period, specifying the amount of time the Department intends to support the project without requiring recompetition for funds;
6. Total amount of Departmental financial assistance approved by the Administrator during the project period;
7. Legal authority(ies) under which the grant is awarded;
8. Appropriate Catalog of Federal Domestic Assistance (CFDA) number;
9. Approved budget plan for categorizing allocable project funds to accomplish the stated purpose of the grant award; and
10. Other information or provisions deemed necessary by CSREES to carry out its respective granting activities or to accomplish the purpose of a particular grant.

D. Administrative and National Policy Requirements

Several Federal statutes and regulations apply to grant applications considered for review and to project grants awarded under this program. These include, but are not limited to:

7 CFR Part 1, subpart A—USDA implementation of the Freedom of Information Act.

7 CFR Part 3—USDA implementation of OMB Circular No. A-129 regarding debt collection.

7 CFR Part 15, subpart A—USDA implementation of Title VI of the Civil Rights Act of 1964, as amended.

7 CFR Part 3015—USDA Uniform Federal Assistance Regulations, implementing OMB directives (i.e., OMB Circular Nos. A-21 and A-122) and incorporating provisions of 31 U.S.C. 6301-6308 (formerly the Federal Grant and Cooperative Agreement Act of 1977, Pub. L. No. 95-224), as well as general policy requirements applicable to recipients of Departmental financial assistance.

7 CFR Part 3017—USDA implementation of Governmentwide Debarment and Suspension (Nonprocurement) and Governmentwide Requirements for Drug-Free Workplace (Grants).

7 CFR Part 3018—USDA implementation of Restrictions on Lobbying. Imposes prohibitions and requirements for disclosure and certification related to lobbying on recipients of Federal contracts, grants, cooperative agreements, and loans.

7 CFR Part 3019—USDA implementation of OMB Circular A-110, Uniform Administrative Requirements for Grants and Other Agreements With Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations.

7 CFR Part 3052—USDA implementation of OMB Circular No. A-133, Audits of States, Local Governments, and Non-profit Organizations.

7 CFR Part 3407—CSREES procedures to implement the National Environmental Policy Act of 1969, as amended.

29 U.S.C. 794 (section 504, Rehabilitation Act of 1973) and 7 CFR Part 15b (USDA implementation of statute)—prohibiting discrimination based upon physical or mental handicap in Federally assisted programs.

35 U.S.C. 200 et seq.—Bayh-Dole Act, controlling allocation of rights to inventions made by employees of small business firms and domestic nonprofit organizations, including universities, in Federally assisted programs (implementing regulations are contained in 37 CFR Part 401).

E. Expected Program Outputs and Reporting Requirements

In addition to the annual performance report required by CSREES' Terms and Conditions (which is part of the award package), successful applicants will be required to submit a detailed yearly progress report and a final technical report to the S-IPM facilitator, Dr. Shani File (University of Florida P.O. Box 110710 Gainesville, FL 32641- 0710) upon completion of the project. The final report will be included in a comprehensive regional IPM impacts document.

Reports should be no longer than 1.5 pages (12-point type or larger, one-inch margins) and written in language that can be understood by a diverse audience, including university personnel, various public and private organizations and budget staff. The report should include the title of the project and names of project leaders and affiliations, a description of the problem addressed by the project, a brief description of the methods used, and a summary of results. The report should also include an impact summary describing how the technology developed by the project will result in increased adoption or implementation of IPM, and how the information resulting from the project may lead to increased productivity, profitability and/or sustainability of the targeted agricultural system or area. Grant recipients will be notified near the end of the grant period as to the exact timing of the Southern Region report and to whom it should be sent.

PDs are required to acknowledge CSREES and the S-IPM Competitive Grants Program in all publications or other products that result from funds that are awarded. Reprints of copies of all publications would be appreciated.

PART VII—PROGRAM CONTACT

Applicants and other interested parties are encouraged to contact Dr. Fred Knapp; Grants Manager, S-IPM; S-225 Agricultural Science Building North; College of Agriculture; University of Kentucky; Lexington, KY 40546-0091; Telephone: (859) 257-8989; E-mail: fknapp@uky.edu.

PART VIII--OTHER INFORMATION

A. Access to Review Information

Copies of reviews, not including the identity of reviewers, and a summary of the panel comments will be sent to the applicant PD after the review process has been completed.

B. Use of Funds; Changes

1. Delegation of Fiscal Responsibility

Unless the terms and conditions of the grant state otherwise, the grantee may not in whole or in part delegate or transfer to another person, institution, or organization the responsibility for use or expenditure of grant funds.

2. Changes in Project Plans

(a) The permissible changes by the grantee, PD(s), or other key project personnel in the approved project grant shall be limited to changes in methodology, techniques, or other similar aspects of the project to expedite achievement of the project's approved goals. If the grantee or the PD(s) is uncertain as to whether a change complies with this provision, the question must be referred to the Authorized Departmental Officer (ADO) for a final determination. The ADO is the signatory of the award document, not the program contact.

(b) Changes in approved goals or objectives shall be requested by the grantee and approved in writing by the ADO prior to effecting such changes. In no event shall requests for such changes be approved which are outside the scope of the original approved project.

(c) Changes in approved project leadership or the replacement or reassignment of other key project personnel shall be requested by the grantee and approved in writing by the ADO prior to effecting such changes.

(d) Transfers of actual performance of the substantive programmatic work in whole or in part and provisions for payment of funds, whether or not Federal funds are involved, shall be requested by the grantee and approved in writing by the ADO prior to effecting such transfers, unless prescribed otherwise in the terms and conditions of the grant.

(e) Changes in Project Period: The project period may be extended by CSREES without additional financial support, for such additional period(s) as the ADO determines may be necessary to complete or fulfill the purposes of an approved project, but in no case shall the total project period exceed three years. Any extension of time shall be conditioned upon prior request by the grantee and approval in writing by the ADO, unless prescribed otherwise in the terms and conditions of a grant.

(f) Changes in Approved Budget: Changes in an approved budget must be requested by the grantee and approved in writing by the ADO prior to instituting such changes if the revision will

involve transfers or expenditures of amounts requiring prior approval as set forth in the applicable Federal cost principles, Departmental regulations, or grant award.

C. Confidential Aspects of Applications and Awards

When an application results in a grant, it becomes a part of the record of CSREES transactions, available to the public upon specific request. Information that the Secretary determines to be of a confidential, privileged, or proprietary nature will be held in confidence to the extent permitted by law. Therefore, any information that the applicant wishes to have considered as confidential, privileged or proprietary should be clearly marked within the application. The original copy of an application that does not result in a grant will be retained by the Agency for a period of one year. Other copies will be destroyed. Such an application will be released only with the consent of the applicant or to the extent required by law. An application may be withdrawn at any time prior to the final action thereon.

D. Regulatory Information

For the reasons set forth in the final Rule-related Notice to 7 CFR part 3015, subpart V (48 FR 29114, June 24, 1983), this program is excluded from the scope of the Executive Order 12372 which requires intergovernmental consultation with State and local officials. Under the provisions of the Paperwork Reduction Act of 1995 (44 U.S.C. chapter 35), the collection of information requirements contained in this Notice have been approved under OMB Document No. 0524-0039.